

UNIVERSITY RESOURCE CENTRE - RESEARCH ANALYSIS AND DEVELOPMENT

Research Specialist - Education Planning and Administration

Location | Bangalore

Position ID: RSEPA/URC-RAD

Principal Responsibilities

- Undertake research in the area of Educational planning and Administration
- Create suitable structure for research, methodology of documentation and dissemination of learning to others
- Study and analyze the need of Macro level planning in the educational field and suggest ways for implementation
- Undertake study on various programs initiated by Government in the Education system and work with them for making suitable suggestions to visualize need of proper planning for improvement
- Create monographs, case studies, research articles, and content for University courses
- Provide understanding in the area as specialist to others in the Government and other educational sectors to facilitate change. Invest in continuous development of the team to keep up with the trends. Provide guidance and direction to the project teams for effective creation and delivery
- Ensure that the programs and processes adhere to stated quality assurance criteria
- Ensure comprehensive documentation that capture the processes of creating content, training and instruction manuals, the transaction of courses, the feedback of participants and where relevant (in cascade mode) how the same module was transacted by trained facilitators
- Continuously review and refine courses to ensure it is a vibrant and dynamic resource centre.
- Network and leverage expertise within and outside the Foundation so that the best expertise is available to create programs and courses

Attributes, Qualification and Experience

- Post Graduate in the discipline of Planning and administration in Education/Economics/Eco statistics from any recognized University.
- 5-6 years of experience in research/faculty/have work in education sector as senior level administrator or with NGO s in similar function
- Ph.D/M.Phil in Education/Educational administration /Economics/Econometrics/

- Proficiency of writing and oral communication in English
- Working knowledge of at least one regional language (ability to write, translate, transact).
- Computer literate and proficiency in application of MS office.
- Experience in: educational planning/financial planning/statistical analysis of data in social sector.
- Proven track record in publication of research articles in journals of repute related to planning and administration
- The candidate should have ability to understand, describe, and suggest changes in the policies of the Education in following broad areas:
 - Administration of school education-structures and planning processes in centre and state regarding school education ,
 - Sufficient knowledge in programmes like SSA, RMSA, etc,
 - Experience of setting Vision mission goals at the Micro level
 - Financial and Budgetary issues-Allocation of GDP
 - Role of planning commission in Educational planning—Working group on education
 - Role of MHRD, NUEPA, NCERT, DSERT, SCERT, SIEMAT, NCTE etc
 - Parliamentary debates and discourses on education specific reference to RTE and EFA etc
 - Analytical ability, presentation skills, Published quality articles in Educational conferences, seminars, workshops in reputed organizations.